



## **SR EXECUTIVE SECRETARY**

The City of San Antonio's City Manager's Office is recruiting for a Sr. Executive Secretary. This position is responsible for performing a variety of highly responsible and complex secretarial and administrative duties for Mayor, Council, and City Manager's Office. Provides general information and assistance to the public. This position may exercise functional supervision over subordinate secretarial and clerical staff.

**Essential job functions include but not limited to the following:** performs a wide variety of complex and responsible secretarial and administrative duties for Mayor, Council or City Manager's Office; screens calls, visitors, and mail; responds to sensitive requests for information and assistance; and resolves citizen concerns and complaints; interprets policies, procedures, laws, and regulations in response to inquiries and complaints; and refers inquiries as appropriate; initiates and maintains a variety of files and records for information related to the assigned office; and maintains manuals and updates resource materials; prepares and maintains accurate records of personnel related paperwork, including requests for leave, changes of status, and personnel requisitions; assists in the preparation of employee performance appraisals; and prepares payroll; independently responds to letters and general correspondence of a routine nature; makes travel arrangements; maintains appointment schedules and calendars; and arranges meetings, conferences, and civic functions; researches, compiles, and analyzes data for special projects and various reports; orders and maintains office supplies; monitors fax and copier machines and printers and recommends and arranges necessary maintenance; may receive and process monthly billings from the general accounting office; may take minutes during various board, commission, or committee meetings; performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of the City Council Meeting Agenda Process. Knowledge of SAP for general billing processes. High level of computer literacy on Windows applications. Knowledge of principles and procedures of record keeping. Knowledge of basic procedures and techniques of budget reparation and accounting. Ability to interpret and apply administrative and departmental policies, procedures, laws, and regulations. Ability to perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative. Ability to understand the organization and operation of the City and outside agencies as necessary to assume assigned responsibilities. Ability to compile and maintain complex and extensive records and prepare routine reports. Ability to schedule and coordinate projects; set priorities; and adapt to changing priorities. Ability to research, analyze, and summarize data. Ability to communicate clearly and effectively, both verbally and in writing. Ability to establish and maintain effective working relationships with those contacted in the course of work, including City officials, management, staff employees, and the general public. The successful candidate should possess a high school or a General Education Development (GED) Certificate. Four years of increasingly responsible secretarial and clerical experience, including two years of word processing or other computer experience. Prefer an Associate's Degree in Office Systems Technology or related field is highly desirable. A valid Class "C" Texas Driver's License or ability to obtain a valid one within thirty (30) days after becoming a resident of the State of Texas is also required. All job offers are pending satisfactory results from pre-employment drug testing, references, background checks and credential verification.

**Salary range is \$31,480.00 - \$42,705.00 depending on experience and qualifications.** Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Apply with cover letter, resume (detailing work and education history, including dates for work assignments) and three to five work reference with contact information to: City of San Antonio Human Resources Department, Attention: Rita Aguilar, Human Resources Analyst, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled**

For additional information contact Rita Aguilar at (210) 207-7290